

HRLAW



The Employment Act & Its Practical Applications Seminar (11th Run)

- 29th March 2016 (Confirmed!)

Introduction

The Employment Act (EA) was enacted in 1968. It is Singapore's main labour law that seeks to provide for the basic terms and working conditions for all types of employees except those employed in managerial or executive positions, seamen and domestic workers. It also seeks to ensure reasonable employment standards while balancing businesses' need to stay competitive.

A good understanding of the Employment Act will result in positive Employee Engagement and build Industrial Relations harmony by minimizing disputes between Employers and Employees or Union. As such, it shapes the responsibilities and relationship between Employers and Employees.

In this seminar, the trainer will also cover on the Key Employment Terms (KETs) which will be mandatory w.e.f 1 April 2016.

Course Objectives

- Acquire a better understanding of the Employment Act and Changes to the Employment Act

- Establish the coverage of the Employment Act

- Establish the essential clauses and illegal terms of Contract of Service?
- Identify the difference between Contract of Service and Contract for Service.
- Establish the legal contractual age in Contract of service
- Identify when an employment contract is broken?
- Handle no show case for recruitment
- Know whether the Sick Leave, Annual Leave and Reservist Training can be used to offset the notice period
- Know whether an Employee resignation be rejected
- Define Misconduct
- Identify the difference between Termination and Dismissal
- Know that Contract of service can or cannot restrict rights of employees to join, participate in or organise trade unions
- Establish whether the change of Employer break the continuity of the period of employment
- Know the requirements for salary period and time of payment
- Identify authorised and unauthorised deduction of salary
- Know the requirement of Rest Day and payment or work on Rest day
- Establish the Working Hours and its limit

- Identify the legal requirements for Public Holidays, Sick Leave and Annual Leave
 - Know the Restriction on employment of children and young persons
 - Establish the Maternity Leave Entitlement
 - Know what are the changes to the Employment Act
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Course Outline

Part 1 : Employment Act and Who it covers

- Interpretation
- Definition of Managers and Executives
- Definition of Workmen

Part II : Contract of Service

- Definition of Contract of Service
- Starting of Contract of Service
- Definition of Contract for Service
- Contract of Service vs. Contract for Service
- Notice of Termination of Contract
- Termination of Contract without notice
- Contract broken by Employer and Employee
- Offsetting of Annual Leave during Notice Period
- Taking of Sick Leave during Notice Period
- Using Reservist Period as Notice of Termination
- Rejection of Employee Resignation
- Termination without notice
- Definition of Misconduct
- Termination vs Dismissal
- Contract of service not to restrict rights of employees to join, participate in or organize trade unions
- Change and Transfer of employer

Part III : Payment of Salary

- Fixation of salary period and Time of Payment
- Authorised Deduction of Salary

Part IV: Rest Days, Hours of Work, Holidays and Other Conditions of Service

- Rest Day
- Hours of Work
- Public Holidays
- Sick Leave
- Payment for Work on Rest Day
- Overtime Formula
- Annual Leave
- Employment Dispute

Changes to Employment Act

- Better protection for more workers
- Flexibility for Employers
- Raising Employment Standards - Pay slips & Salary Records

For details, please click on: <http://hrsingapore.org/eapa/>

Trainer

Mr. Lawrence Png has worked in Indonesia for two and a half years as the Corporate HR Director for two Indonesian companies. He was the HR Director for Polo Ralph Lauren Sourcing Pte Ltd and DTZ Debenham Tie Leung (SEA) Pte Ltd, Senior Consultant for Singapore Sports Council and his last corporate role was the Senior HR Manager for SMRT.

Over the last 20 years, Lawrence has worked and consulted with several senior management teams in diverse industries, including Aerospace, Shipping, Manufacturing, IT, Textile, EPC and FMCG.

He started his career as an Industrial Relations Officer with the National Trade Union Congress in 1979 and later played major roles as a strategic business partner advising and coaching several senior management teams in local and

multinational companies in human resources issues and challenges to support and achieve business goals.

Lawrence possesses a Bachelor Degree in Business Administration, a Diploma in Training and Development and a Diploma in Personnel Management.

Past Participants Comments

"Very informative!" - Peggy Nui, Donaldson & Burkinshaw LLP

"Overall Good" - Loh Pooi Fong, Ashland Singapore Pte Ltd

"Trainer is very engaging, informative and enriching" - Lydia Wong, Marrison Hotel

"I can apply most of what I've learnt at work. The course has been informative and insightful."

Administrative Details

Date

- 29 March 2016 - *Confirmed*

Duration

- 9 am to 5.30 pm

Cost

- S\$650 for [Community](#) Subscribers
 - PIC Claimable
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Certificate

Certificate of Attendance will be awarded upon attendance and successful completion of the workshop.

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